

JOB OPENING: FIELD TECHNICIAN (Full time, permanent)

If you are interested in earning money while gaining experience in transportation planning, then please consider this opportunity with Southern NH Planning Commission. Our team is seeking a Field Technician to undertake and eventually lead transportation-related field work while providing support for other transportation planning activities. This unique position provides an opportunity to learn about transportation planning, traverse the Greater Manchester region, and to work with a fun, knowledgeable, and collaborative team.

This opportunity includes training to perform all tasks and will be under the general supervision of a senior transportation planner. The successful candidate will have the opportunity to learn about safely deploying traffic counts and bicycle/pedestrian counts, document transportation systems, collect building permit data, and assist other staff on local and regional planning programs, transportation plans, master plans, and related work as required.

CANDIDATE QUALIFICATIONS:

Training and Experience:

Graduation from a 2-year college or technical school, ideally with an associate degree major in surveying, geography, environmental science, planning or a related field with one year of relevant experience. An equivalent combination of training and experience may be considered.

Responsibilities

- Work with traffic counting team in collecting transportation and traffic-related data to support the SNHPC's transportation data collection program.
- Process weekly traffic count data (15-20 counts) in a timely manner and working with traffic counting team to ensure proper protocols are met.
- Maintain accurate data collection records utilizing Excel spreadsheets.
- Conduct inventories of road, sidewalk, pavement, and culvert infrastructure and condition.
- Conduct equipment inventories and maintenance.
- Assist staff with updating transportation planning documents as needed.

The ideal candidate will have the following skills:

- Ability to follow oral and written instructions quickly and accurately.
- Ability to follow safety protocol and always prioritize/maintain safety in the field.
- Ability to work with all staff and oversee the work of a data collection assistant.
- Adaptability to working in a variety of urban, suburban, and rural traffic conditions.
- Ability to maintain effective working relationships with the public, staff and Commission members, and with agency partners.

- Ability to maintain equipment in a neat and orderly manner.
- Demonstrate a working knowledge of Microsoft Office software applications, specifically Excel.

Additional skills (not required):

- General knowledge of research and data collection methods.
- Experience with field data collection practices. Training in safety specifically as it relates to road-related fieldwork .
- Experience using ESRI GIS software in a Windows environment.
- Experience with ArcGIS Collector or other tablet-based field data collection programs. Experience with GPS technology.
- Working knowledge of planning and local government processes.
- Geographical knowledge of the Greater Manchester region.

Special requirements for this position include:

- A valid driver's license, safe driving record and reliable transportation is required; this position will include significant travel for fieldwork within SNHPC's 14 communities, utilizing a company vehicle.
- This position involves working outside, often starting at 7:00am, in variable weather conditions.
- Physical dexterity necessary for handling traffic counters/equipment, and the ability to lift at least 30 pounds.

SNHPC Employment: Salary, Benefits, Schedule:

- The starting salary is based on experience with a range from \$42,000-\$45,000. SNHPC provides a very robust benefits package that includes medical/dental, paid time off, 10 holidays, and NH retirement.
- The workweek schedule is 37.5 hours.

Application Submission

Please reply with a cover letter, resume, and three professional references. Submit materials to: Imoore@snhpc.org with the subject line "Field Technician." Position is open until filled.

Additional Information

The Southern NH Planning Commission is an Equal Opportunity Employer.